



# Ad Val Advisor

*The Newsletter  
for Wyoming  
Property Tax  
Appraisers*

Inside: ♦ CAMA Update

♦ Marshall & Swift Cost Books

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♦ Veteran Exemption System

♦ Education Update

♦ and More.....

## *Ad Valorem Tax Division Newsletter*

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## Thermopolis 2003

The Ad Valorem Tax Division would like to thank the Assessors' Association for inviting us to participate in the 2003 Convention;



we would also like to thank Shelley Deromedi and her staff for their wonderful hospitality. We feel the meetings and social activities served as a terrific start to the implementation phase of the new CAMA system. The mood at the convention certainly gave us a great feeling about the cooperation we will have with you and TerraScan as we progress through the project. We hope that TerraScan's and DOR's presentations were informative, and that you had some opportunities to talk with our staff about issues that concern you.

Thanks again for having us – we definitely hope to see you in Thermopolis again next year.

Geir Solvang

Appraiser

Ad Valorem Tax Division

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## CAMA Update

How do you eat an elephant? The simple answer runs: one pachyderm bite at a time. Silly or as cliché as it may sound, this philosophy is the primary approach one must take to accomplish any big task. The TerraScan CAMA system implementation is no exception.

To this end we have all hit a very important milestone in the new CAMA project. With the signing of the contract with TerraScan, we have officially moved from Phase I into Phase II – Implementation. From the experience we gained throughout the first part of the project, the current Phase is being broken down into smaller, easier to “chew” pieces or steps.

To accomplish this, the Ad Valorem Tax Division and TerraScan are defining a project timeline that contains important milestones and events that will occur over the next two years. To fully implement the TerraScan product in Wyoming, several system modifications must occur so that the new CAMA adheres to Wyoming Statutes and Rules.

Subsequently, over the next five months TerraScan, with the

cooperation of the Division and pilot counties, will begin the detailed task of creating Wyoming's CAMA system. During this time period, many important things will occur:

### Step 1 - Design

- Kick-off meeting
- Prelim Standards Management
- Prelim Product Definition
- Flowcharts
- Feature Lists
- PowerPoint
- Wyoming AA Sessions
- Standards Management
- Product Definition
- Standards Check Off
- Product Check Off

### Step 2 - Development

- Database Structure
- Application Functions
- Standard Reports
- User Documentation
- Training Curriculum
- Database Schema

### Step 3 - Pilot Albany

- Hardware Analysis
- Hardware Install
- Conversion Development
- Conversion - Pass 1
- Conversion - Pass 2
- On-Site
- Conversion Pass 3
- Training - Intro
- Training - Production
- Training - Follow-up
- GIS Integration & Training (2 months later)

### Step 4 - Pilot Uinta

- Hardware Analysis
- Hardware Install
- Conversion Development
- Conversion - Pass 1

- Conversion - Pass 2
- On-Site
- Conversion Pass 3
- Training - Intro
- Training - Production
- Training - Follow-up
- Invoice Pilot Fees
- Phase 5 - Revision
- Product Revision
- Database Structure
- Application Functions
- Standard Reports
- Document Updates
- User Documentation
- Training Curriculum
- Database Schema
- GIS Integration & Training (2 months later)

## Step 6 - State Structures

- On-Site Revision Install, Training for Pilot Counties
- Functional Check Off by Pilot Counties and Division
- Database Design
- Database Definition
- Database Installation
- Database Roll-Up Procedures
- Implement Roll-Up for Pilot Counties
- Database Access
- Statistical Analysis Templates
- GIS Analysis Templates
- Web Based Cross-County Query Tool
- Documentation
- Data Warehouse
- Roll-Up Procedures
- Analysis Templates
- Training

Obviously, the successful completion of this work is going to require a high level of effort, coordination and cooperation between the Division, the Pilot Counties and TerraScan.

Once this process is completed, the mass County rollout of the remaining twenty-two (22) installations will occur. Remember these installations also include the Ad Valorem Tax Division!

The agenda and scheduled time for rollout will, in a large part, be determined by what is learned over the next five months. Nonetheless, the Department of Revenue is looking

to have the entire State implemented by January 2005.

So, whether we are trying to munch a pachyderm pizza or simply chewing on a Statewide CAMA system, the plan is to finish the process "one bite at a time!"

David Chapman  
Local Assessed Manager  
Ad Valorem Tax Division

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## Marshall & Swift Cost Books

With the new CAMA system, we strongly recommend the County Assessors keep a current set of Marshall & Swift cost books in their offices. To help facilitate the



acquisition of these resources, the Department will purchase the initial set of manuals for all the counties. This includes one **Residential Cost Handbook**, and one **Marshall Valuation Service Book** with a one-year subscription of cost update pages (quarterly for the **Residential Cost Handbook** and monthly for the **Marshall Valuation Service Book**). Discussions are under way regarding who will ultimately be responsible for purchasing future cost update pages. If you have any questions about the Marshall & Swift cost manual, please contact Wade Hall @ (307) 777-5235 or David Chapman @ (307) 777-5289.

Jack Rehm  
Principal Appraiser  
Ad Valorem Tax Division

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## Education Update

For those of you who didn't get the message, Ad Valorem is giving 15 credit hours of continuing education to all the participants of the

Convention that are on the sign-in sheet. As you know, there will be no CAMA School this year, but we plan to arrange TerraScan Users Conferences annually starting in 2004.

The Department has also developed a two-day residential appraisal workshop. The course will be offered this fall in four locations: Pinedale, Cody, Casper, and Gillette. Class size will be limited to fifteen (15) people, so please be sure to reserve your seat as soon as possible. For more information contact Jeff Moore @ 777-5431 or Jack Rehm @ 777-5313. More details on course material and dates will be published in the August issue of the Ad Val Advisor.

Jeffery Moore  
Appraiser  
Ad Valorem Tax Division

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## Employee Spotlight

In this issue, we would like to put the spotlight on an Ad Valorem employee with whom many people are familiar, but who has recently changed job duties. Our Director, Ed Schmidt, chose Jim Felton to be the new CAMA Coordinator. In case you do not know him well, we would like to introduce, or re-introduce Jim:

Jim Felton has a diverse assessment background working for the Ad Valorem Tax Division. He has been with the State for 29.5 years, but in a wide variety of jobs. When he first started, Jim worked for Minerals, which at that time was under the Local Assessed Section. Shortly thereafter, he made the transition to working with Minerals in the State Assessed Section. From there, he moved on to working with Public Utilities, then as the CAMA Coordinator back in Local Assessed. After that he became the Supervisor of Local Assessed, followed by being hired as a Deputy Administrator for Ad Valorem when they were under the Board of Equalization. Jim then returned to

being a Supervisor of Local Assessed, and is now the new CAMA Coordinator. Whew!

Before starting with Revenue, Jim kept busy as a part owner of a construction company, as an insurance salesman, and as a part-time butcher. He was born and raised in Green River, Wyoming, and remained there until starting college and receiving an Associates degree in Business from Casper College. From there, Jim pursued additional education in Business Finance at the University of Northern Colorado in Greeley. He continued his education after starting with Ad Valorem through various assessment and non- assessment related courses. At last count, he has approximately 125 courses that have counted for appraisal educational credits through the Department! That does not include courses that did not qualify!

In his spare time, Jim enjoys spending time with his wife and two daughters. Both daughters reside in Chandler, AZ, around the Phoenix area. Other than family, woodworking is another pastime that Jim is partial to.

**Favorite Movie:** Silence of the Lambs

**Favorite Food:** Lasagna

Sarah Sitterle  
GIS Coordinator  
Ad Valorem Tax Division

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## Veteran Exemption Database Overview

Our goal with the new Veteran Exemption Database is to give all the County Assessors and Treasurers a better tool to manage and track claims from veterans across the State. We want to provide a database that is easy to use in terms of entering data, querying, and running reports. The original idea was to include a veteran exemption module within the TerraScan CAMA system. But due to

County Treasurer accessibility issues and the cost of programming, we decided to develop a stand-alone database for tracking these exemptions. However, there will be a certain level of integration between the TerraScan CAMA system and the Veteran Exemption Database.

A prototype of the Veteran Exemption Database, which is still under development, was presented at the Assessors' Association Convention. Thanks to a great deal of input from some of the Assessors and their staff, we are well on our way to completing the model. Once the Veteran Exemption Committee has analyzed the prototype and approved the overall concept of how it should work, it will be turned over to the DOR Technology Division. They will assist us in transforming the Access model to an SQL Server Database. This database will eventually be accessible through a secure Internet site by designated users in each county.

The next step will be to convert all existing veteran exemption claim data into the new program. We expect these conversion steps to be similar to the CAMA conversion procedures, but on a much smaller scale. Once the conversion is completed, TerraScan and the DOR Technology Division will develop the link between the CAMA system and the Veteran Exemption Database. The exact level of integration between the two databases is still undecided.

If you have any concerns or ideas regarding the new Veteran Exemption Database, please contact Geir Solvang @ (307) 777-5432 or email: [gsolva@state.wy.us](mailto:gsolva@state.wy.us).

Geir Solvang  
Appraiser  
Ad Valorem Tax Division

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## Quote of the Month

"The Government that robs Peter to pay Paul can always depend upon the support of Paul."

- George Bernard Shaw

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## County Survey Results

Below are the remaining results from the annual County Assessor survey for the tax year 2002. These figures are based on the status of appeals as of February 2003.

	State Totals	County Averages
Heard by CBOE	114	4.96
Upheld by CBOE	105	4.57
Reversed by CBOE	9	0.39
Pending at CBOE	1	0.04
Sent to SBOE	17	0.74
Upheld by SBOE	5	0.22
Reversed by SBOE	0	0.00
Pending at SBOE	12	0.52

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### Upcoming Courses

**8/18/03 – 8/22/03**

IAAO Course 201  
Appraisal of Land,  
Casper, WY

**9/23/03 – 9/25/03**

IAAO Course 151  
Standards of Practice &  
Professional Ethics,  
Casper, WY

**10/6/03 – 10/10/03**

IAAO Course 400  
Assessment Administration,  
Casper, WY